



## GRANT MANAGEMENT MEMORANDUM GMM 2017-02

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**Date:** May 30, 2017  
**To:** Eligible Subrecipients and Interested Parties  
**From:** Cal OES Grants Management  
**Subject:** Preparation for the Application Workshops  
Fiscal Year (FY) 2017 Nonprofit Security Grant Program (NSGP)

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The California Governor's Office of Emergency Services (Cal OES) is encouraging interested parties to prepare for the release of the Notice of Funding Opportunity (NOFO) covering the FY 2017 NSGP. This grant is anticipated to be announced by the Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) in early June. The grant supports target hardening and other physical security enhancements and is authorized under the DHS Appropriations Act, 2015, (Public Law Number 114-4). Organizations eligible to submit NSGP Investment Justification (IJ) applications are 501(c)(3) tax-exempt nonprofit groups that are considered to be at high risk of terrorist attack due to their ideology, beliefs, or mission.

Cal OES anticipates the turnaround for completing application documents will be very short. Interested parties will be required to complete and submit with their application a Vulnerability Assessment (VA) of their facility and the Cal OES Vulnerability Assessment Worksheet. The VA must be performed by a security or law enforcement expert using the attached VA Worksheet. If the organization has already had a VA, applicants may complete the attached VA Worksheet using the current VA. Organization must also complete the following steps in preparation to apply:

1. Apply, update, or verify the organization's Data Universal Numbering System (DUNS) number on [Grants.gov](http://Grants.gov).
2. Register, update, or verify the organization's registration is current on the [System for Award Management](http://System for Award Management) (SAM.gov).
3. Apply, update, or verify the organization's Employer Identification Number (EIN) is current through the IRS [Exemption Organizations Select Check Tool](http://Exemption Organizations Select Check Tool).

Immediately following the DHS/FEMA NOFO announcement, Cal OES will send an email to interested parties and post on our website the FY 2017 NSGP details including the date, time, and location of our application workshops and webinars.

By attending this workshop, applicants will learn how to successfully complete and submit an Investment Justification for the FY 2017 NSGP. This will include:

- How to effectively construct an Investment Justification
- How to submit the Investment Justification
- Subrecipient's responsibilities
- Documents required to submit their application
- The submission deadline

Information and documents for the FY 2017 NSGP will be posted on the [Infrastructure Protection Grants](#) page on the Cal OES website.

For further information regarding the NSGP process, please call our Nonprofit Security Grant Program telephone line at (916) 845-8410 or contact Renee A. Mota-Jackson at [Renee.Jackson@caloes.ca.gov](mailto:Renee.Jackson@caloes.ca.gov).